

College Internship Positions

Senator Lisa Murkowski's Washington, D.C., office

College Internship positions are available for students who would like to spend a fall or spring semester in Senator Murkowski's Washington, D.C., office to learn more about the United States Congress.

Interns will work closely with the Correspondence Director and Assistant Correspondence Director on a daily basis in processing incoming and outgoing mail and archiving correspondence records. They will assist the administrative, legislative, and press staffs when needed with a variety of clerical and research-related tasks. They may have opportunities to attend hearings and briefings on behalf of staff when needed. Internship positions are unpaid and interns are responsible for their own housing.

Requirements:

- Ø Must be attending college or have recently graduated from college
- Ø Must be mature, responsible, professional, and work well with people
- Ø Must possess independent judgment and be able to perform tasks with little or no supervision
- Ø Should possess a working knowledge of computers and database systems
- Ø Experience with clerical or administrative work preferred but not required
- Ø Current and former Alaskan residents preferred but not required

If you are interested in a college internship position, please fax a cover letter, resumé, and letter of recommendation to 202-224-5301, Attn: Bridget Wolgemuth, or email it to bridget_wolgemuth@murkowski.senate.gov **ASAP**, for the spring semester or **August 15, 2006**, for the fall semester. If you have questions or need additional information, please contact Bekki Johannes, Intern Coordinator, in the Washington, D.C., office at 202-224-6665 or via the above email address.